

DRAFT



Halesowen College

Minutes of the Search and Governance Committee Meeting

held 29 January 2009

Present: Pam Thomas (*Chair*), Phil Osborne (*Vice Chair*), Keith Bate, Andrew Hanson, Alison Perks, David Prain

In attendance: Jennifer Sunter (*Clerk*)

1 Apologies

Apologies were received on behalf of Pam Thomas and David Prain.

2 Declarations of Interest

There were none.

3 Minutes of Meetings held 2 October 2008 and 10 January 2009, and Matters Arising

The minutes of the meetings of 2 October 2008 and 10 January 2009 were approved as a correct record.

Under matters arising from the minutes of 2 October 2008, agenda item 8, Development Plan; the Clerk informed members that visits to other colleges were underway with the planned visit to Cirencester College. Member attendance at programmed activities through the year would be included in the development plan for 2009.

4 Governor Vacancies

The Clerk referred to the log of membership including members' skills and terms of office highlighting action required against the schedule of both Committee and Corporation meetings. The Clerk also referred to the skills matrix in relation to forthcoming vacancies. Members reiterated that the focus for new members remained Law, Finance and Personnel which should be reflected in the forthcoming advertisement.

Members discussed the potential expansion of the co-option of members to the Performance Review Committee to include University College Worcester in addition to the University of Wolverhampton. Keith Bate noted that this could support the College work on progression pathways and agreed to explore the potential for further co-option.

Action: Keith Bate

The report was received.

5 Review of Attendance Report and Performance Indicators

The Clerk presented the attendance and performance indicators report for consideration following the Annual General Meeting noting that 60% remained the lower threshold for individual members as stipulated in the Code of Conduct. Members considered the attendance of members noting mitigating circumstances.

Members also noted Committee and Corporation attendance against indicators with a declining trend in attendance at Corporation meetings.

The report was received.

6 Distance Travelled Report from Self Assessment Questionnaire Process

Members discussed the changed approach to completing the assessment questionnaires and how this was reflected in the final report. Members discussed the format of the questionnaire and proposed a reduction to the response columns to effect a more clear cut evaluative response.

The Clerk outlined accompanying statements from members as provided on the self assessment questionnaires. These were discussed in detail, in particular members discussed the nature and volume of information provided and how this relates to the current governance structure. Greater use of technology would be researched as part of consideration of the governance models of other colleges.

The report was received.

7 The Corporation Development Plan

The Clerk presented the final review of the 2008 development Plan where all items were closed with the exception of ongoing Governance Development for individual members.

Members noted the self assessment work undertaken before considering the core items to be included in the plan for 2009. It was agreed that the Clerk draw up the plan based on research of governance arrangements, an update on child protection and safeguarding vulnerable adults, post inspection action plan and continuation of sector developments, legal responsibilities, awareness raising and governance development.

Action: Jennifer Sunter

8 Strategic Issues

Keith Bate informed members of the recent action of the Government invoking a review by Sir Andrew Foster into the position of College Capital Developments. Members agreed that it would be useful if the Finance and Resources Committee considered the strategic implications for the College.

Action: Finance and Resources Committee

9 Any other business

There was none.

10 Date of next meeting

The next meeting of the Search and Governance Committee is 23 April 2009.

Closed: 7.30pm